

Lake County Job Service Cherry Grower's Reference Sheet 2012

Contact Information:

Todd Erickson

406/883-7880 Job Service Office

406/883-7885 Todd's Office

406/465-9293 Cell Phone

Hours at Finley Point: **Beginning 7/23**

7:00-12:00 PM on the Weekdays

7:00-9:00 AM Saturdays

7:00-9:00 AM Sundays as needed

Worker order information:

of Workers Needed

Rate of pay: \$0.00/X# lug

Type of accommodations *if any*

Types of withholding: **Social Security is required.** Refer to www.irs.gov

Workers Compensation Insurance

Clear directions from Finley Point Distribution Facility

TIPS:

- **I-9's** and **W-4's** are to be completed by the employer at time of hire. The forms available at Job Service Trailer or Monson's Distribution or online:

USCIS/ I-9: <http://www.uscis.gov/files/form/i-9.pdf>

IRS/W-4: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

- **Social Security withholding is required.**
- Make copies of time cards/punch cards & ID
- Strongly recommend making sure that worker's compensation insurance is current and will cover migrant worker accidents. State Fund or other Local private carriers: www.montanastatefund.com
- It is not legal to pay seasonal farm workers by mail. Pay at the end of the harvest and make it clear that you will do so. Also, clarify any pay incentives and bonuses at the onset of worker employment.
- Migrant and Seasonal Agricultural Worker Protection Act (MSPA):
<http://www.dol.gov/compliance/laws/comp-msawpa.htm>

Document, Organize, and File all employment related information.